

Linking a Folder

▶ To make a Folder that belongs to your User ID available to other users

- Enter LF on the Active Reports >Folder Maintenance in the two-character command line preceding the Folder to be linked and press Enter.

The Folder Definition >Link Folder to Folder screen appears:

```

09:44:39          **** ENTIRE OUTPUT MANAGEMENT ****          2000-11-15
User ID GHH      - Folder Definition >General Attributes-

For User ..... _____

Folder
  Name ..... Summary_____
  Description ..... _____

List Layout ..... 1    1 = Active Report summary
                       2 = Active Report list (descriptive attributes)
                       3 = Active Report list (technical attributes)

Linked Folder
  User ID ..... GHH
  Folder Name ..... Summary

Command => _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Add   Exit  Flip  Do    Undo                                Menu

```

PF Key Assignments: Folder Definition >Link Folder to Folder

PF Key	Function	Explanation
PF2	Add	Link another Folder.

Field Descriptions

- **For User**
Enter the User ID for which you want to create a Folder.

Folder

- **Folder name**
Enter the name of the Folder you want to create.
- **Description**
Enter a short description for Folder.
- **List Layout**
You can define how Active Reports are listed in the Folder.

Linked Folder

The current Folder for which the link is being created.

- **User ID**
The User ID of the current Folder.
- **Folder Name**
The name of the current Folder.